McAuley Ministries
Foundation

Online Reporting Requirements
Tutorial
(Progress and/or Final Reports)
This is the account log-in page. Here you will either need to create a new account (if a new applicant) or use your existing log in if you have created an account previously. It is imperative that you use your functional work email address as your log-in email.
Reporting Requirements

• In most instances, your grant award will include reporting requirements, i.e. progress and/or final program and financial reports; your grant agreement outlines the dates that reports are due and the results/or outcomes which should be included in your report.

• Approximately 30 days before your report is due, you will receive an email reminder from McAuley Ministries.

• Login to your McAuley Ministries account to access the online report requirement form.
Reporting Requirements

When you have a requirement that is due, McAuley Ministries will send the report format to your account.

Click on the REQUIREMENTS tab to access the report format.
Reporting Requirements

This is the actual requirements page where you will begin to enter information for your report.

Each required field is identified by a gold diamond and must be completed before the report can be submitted.
Required Attachments

In most instances, you will need to attach a budget report. PDF is the preferred format.

Click on the Browse button to locate the document to be uploaded from your computer. Then click on Upload to attach the document.
Save and Finish Later

Click here to save your report.
Save & Finish

When you click on “Save & Finish Later” this is the page you will see.

You will have the ability to log back into your account to continue working on your report.
You can review the information you entered and make necessary modifications. If you're satisfied with the contents of the report, click Submit. If you're not ready to submit your report yet, click Save & Finish Later.
When you click on the “Review & Submit” button, if any of the required fields/documents is missing you will receive this message.

The system will then indicate the fields/attachments that are missing and required before submission.
Submit your Report

When you have entered all of your information and uploaded attachments, click here to submit your report.
Once the report is complete and you click on “submit”, you will receive this message and a confirmation email.
Once the report is submitted, you will find a copy of your report by clicking here.
Questions & Inquiries

If you have any questions about completing the online reports, please do not hesitate to contact

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